

## **FILING OF ORIGINAL COURT ACTIONS VIA FAX**

**THE SYSTEM FOR ELECTRONIC FILING OF DOCUMENTS IN COLLIN COUNTY HAS BEEN APPROVED BY THE SUPREME COURT AND THE CLERKS ARE ACCEPTING FAXED DOCUMENTS.**

**OUR FAX MACHINES USE PLAIN PAPER AND A LASER PRINTER, MAKING THE COPIES OF ARCHIVAL QUALITY. NO DOCUMENTS OR MOTIONS RECEIVED BY THE COUNTY CLERK'S FAX MACHINE WILL BE ACCEPTED AND FILED UNLESS THE PARTIES TRANSMITTING DOCUMENTS HAVE AN ESTABLISHED ESCROW OR SUBSCRIPTION WITH THE COLLIN COUNTY CLERK OFFICE. THE ONLY EXCEPTION TO THIS RULE WILL BE INSTRUMENTS THAT A COUNTY COURT AT LAW JUDGE REQUESTED FROM THE SENDER.**

**A FEE SCHEDULE HAS BEEN ADOPTED FOR FILING VIA FAX AS FOLLOWS:**

### **SUBSCRIPTION FEES FOR FILING:**

<b>LAW FIRMS OF MORE THAN TEN ATTORNEYS:</b>	<b>\$300.00 ANNUALLY</b>
<b>LAW FIRMS OF SIX TO TEN ATTORNEYS:</b>	<b>\$240.00 ANNUALLY</b>
<b>LAW FIRMS OF TWO TO FIVE ATTORNEYS:</b>	<b>\$180.00 ANNUALLY</b>
<b>SOLE PRACTITIONERS</b>	<b>\$120.00 ANNUALLY</b>
<b>TITLE COMPANIES: SAME SUBSCRIPTION FEES AS ATTORNEYS (BASED ON NUMBER OF EMPLOYEES)</b>	

**SUBSCRIPTIONS ENTITLE THE SUBSCRIBER TO FILE NEW SUITS, PLEADINGS, REQUEST ISSUANCE OF SERVICE, ETC.. A FEE OF \$1.00 PER PAGE WILL BE CHARGED FOR THE CLERK TO PREPARE COPIES OF PLEADINGS TO BE ATTACHED TO ISSUANCE (I.E. COPY OF ORIGINAL PETITION ATTACHED TO CITATIONS). THE COPY COST WILL BE ADDED TO COURT COST. ANSWERS AND MOTIONS NOT REQUIRING FILING FEES ARE FILED AT NO CHARGE TO SUBSCRIBER.**

**SUBSCRIBERS CONDUCTING BUSINESS IN PERSON AND REQUESTING AN OUTGOING TRANSMISSION OF DOCUMENTS FROM THE COUNTY COURT AT LAW CLERKS OFFICE WILL BE CHARGED \$1.00 PER PAGE.**

**SUBSCRIBERS SHALL PAY NONREFUNDABLE SUBSCRIPTION FEES ANNUALLY OR SIGN AUTHORIZATION FOR THE CLERK TO CHARGE YEARLY SUBSCRIPTION FEES TO THEIR ESCROW ACCOUNT. SUBSCRIPTIONS MAY BE TERMINATED BY WRITTEN REQUEST OF SUBSCRIBER OR FOR NONPAYMENT OF ANNUAL FEE.**

**IN COLLIN COUNTY, SUBSCRIBERS SHALL ESTABLISH AN ESCROW ACCOUNT. COURT COSTS WILL BE DEBITED FROM THIS ACCOUNT. IT IS SUGGESTED THAT AT LEAST \$500.00 BE DEPOSITED TO ESTABLISH AN ESCROW ACCOUNT SINCE FILING OF A SUIT WITH ONE ISSUANCE IS NEAR \$159.00 FOR COURT COSTS. WHEN A DEBIT IS MADE TO THE ESCROW ACCOUNT, A RECEIPT WILL BE SENT TO THE ESCROW HOLDER AND HE/SHE CAN THEN REMIT A CHECK IN THAT AMOUNT TO MAINTAIN THE ESTABLISHED ACCOUNT. THE CHECK REPLENISHING THE ESCROW ACCOUNT SHOULD BE RECEIVED WITHIN FIVE WORKING DAYS. A STATUS REPORT OF EACH ESCROW ACCOUNT WILL BE MADE PERIODICALLY BY THE CLERK.**